

Appendix 34c ▪ Request to Dispose of Property

CONTRACTOR NAME:					CONTRACT NO.		
CONTRACTOR ADDRESS:				CONTACT		PHONE NO.	
(A) ITEM DESCRIPTION <small>(Include Model & Serial Number)</small>	(B) DATE OF PURCHASE	(C) PURCHASE COST	(D) FUND COST	(E) CDA NUMBER	(F) LOCATION (City)	(G) PRESENT CONDITION	(H) DISPOSITION CODE
AUTHORIZED SIGNATURE:					TYPE NAME AND TITLE:		DATE COMPLETED:
DISPOSITION CODE – 1) Trade-In; 2) Sale (including Junk Sale); 3) Junk (Valueless); 4) Lost** 5) Stolen**; 6) Destroyed (as by Fire, etc.)**; 7) Surplus Property. **Provide dates, explanation, and police report number.					BUSINESS SERVICES USE ONLY DOCUMENT #: DATE RECEIVED:		